

**GRADE
CHANGE
WORKFLOW
APPROVAL
PROCESS**


GRADE CHANGE APPROVAL PROCESS

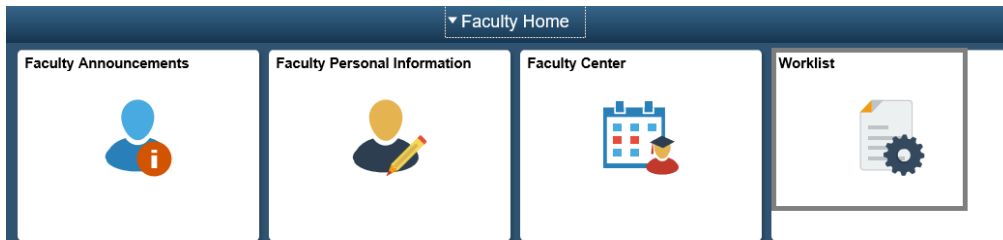
- ◆ An email will be sent indicating that a grade change request is ready for your review.
- ◆ Click on the link in the email which will take you directly to the Worklist.

Please use the following URL Worklist link to access the Grade Change Approval:

<https://dev.my.uh.edu:8301/psp/sa9dev/EMPLOYEE/HRMS/w/WORKLIST?ICActionViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST>

OR

- ◆ Log into your myUH self-service using AccessUH portal.
- ◆ Click on the  self-service icon.
- ◆ Click on the Worklist icon in the top right hand corner of the page.



- ◆ Click on the link as indicated below.

Worked By Activity	Priority	Link
UH GRADE CHANGE	<input type="text"/>	1003485, UGRD, , 1810, MATH, 1310, 0164871, , 031082, 1851, 08, 2013-07-30, 0164871, 00859, 0084766, , , A, B+, , 2013-07-30-15.07.05.000000, , N, Test, , Y, ,

GRADE CHANGE APPROVAL PROCESS

- ◆ The Grade Change Approval page appears.
- ◆ Review the request and indicate approval or denial as indicated.
- ◆ Enter comments.
- ◆ Click Submit—which sends an email to the next level of approval—if applicable.

The screenshot displays the 'Grade Change Approval' web interface. At the top, a blue header contains the title 'Grade Change Approval'. Below this, a 'Submit' button is visible. The main content area is divided into several sections:

- Student and Instructor Information:** Fields for Student ID, Instructor ID, Subject Area (AAS), Grading Basis (LT), Term (SP 2013), and Academic Career (UGRD).
- Request Details:** Fields for Catalog Nbr (2320), Request Date (01/15/2014), Course ID (009877), Acad. Org. (H46), Class Section (02), and Class Nbr (10302).
- Official Grade and Request:** Official Grade (C) and Request Grade Change (A).
- Instructor Comments:** A text area containing the word 'Example'.
- Enrollment Action Reason:** A dropdown menu set to 'Administrative Correction'.
- Approval Process: Chair of the Department:** This section includes an 'Approval Indicator' with a checked checkbox, a 'Date Time Approved' field, an 'Approval Status Chair' dropdown menu (with 'Approved' and 'Denied' options visible), and a 'Chair Comments' text area.
- Approval Process: Dean of the Department:** This section includes an 'Approval Indicator' with a checked checkbox, a 'Date Time Approved' field, an 'Approval Status Dean' dropdown menu, and a 'Dean Comments' text area.

Annotations on the screenshot include a box pointing to the 'Submit' button with the text 'Click submit.', and another box pointing to the 'Approval Status Chair' dropdown menu with the text 'Select approve/deny here'.

GRADE CHANGE APPROVAL PROCESS

- ◆ If you are the final level of approval and Enrollment Request ID and a status of SUCCESS will appear.
- ◆ An email will be sent to the instructor requesting the grade change and the student indicating that the grade change has been approved (or denied).

Enrollment Request ID 0006443780
****** Success ******

- ◆ If the status is Error, contact the Office of the University Registrar who can provide assistance at 713.743.1010, option 7.

Enrollment Request ID 0006443789
Request contains Errors



GRADE CHANGE APPROVAL PROCESS

Need further assistance?

**Contact the Office of the
University Registrar**

uhsrsec@uh.edu